



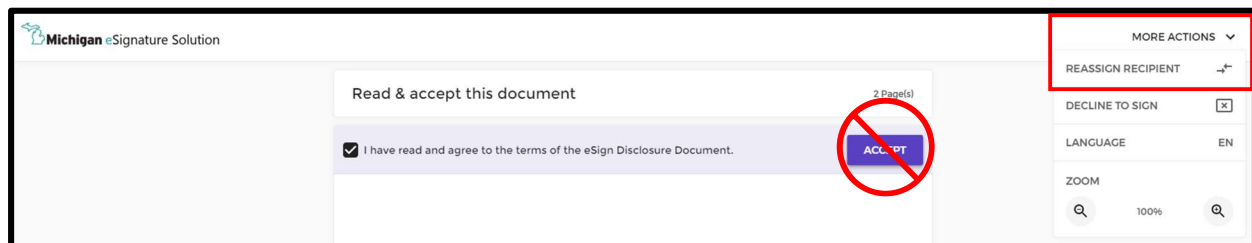
# State of Michigan Records Management Services



## eSignature Solution Tip Sheet: Reassign Recipient

Each recipient can be given the ability to assign a different signer to the document by the sender. This is done by the sender using the Recipient Settings when creating the transaction.

The original recipient will receive the email message inviting them to sign the documents and will click the Go to Documents button in the email. This will open the documents for the recipient to review. ***Do not accept the consent agreement, because this will prevent the recipient from reassigning the documents to someone else for signing.*** Click the More Actions drop-down in the upper right-hand corner of the screen, and then select Reassign Recipient.



The Reassign Recipient form will open (*see below*). The original recipient will need to provide the first name, last name, and email address of the new recipient. They are also encouraged to provide a personal message to the new recipient that explains why they are receiving the document(s) to sign. Then, they need to click the next button.

Next, the original recipient will be asked to select an authentication method for verifying the new recipient's identity (*see below*). If email is selected, the new recipient will receive an email message containing a link to the document(s) to be signed. This is the default setting. If Q&A is selected, provide questions and answers that the new recipient can be quizzed on to verify their identity. If SMS is selected, the new recipient's cell phone number must be provided so the portal can send the new recipient a text message to verify their identity. Once the authentication method is selected, click the Reassign button.

The new recipient will receive an email message inviting them to sign the document(s).

**Note:** if the new recipient is not the correct person for signing the document, the new recipient has two options:

1. The new recipient can decline to sign the document. This will allow the sender to edit the transaction and re-send it to the correct people.
2. The new recipient can reassign it to the correct person following the instructions above.



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REASSIGN RECIPIENT

Reassigning a recipient will make the person defined below the new recipient, instead of you. A notification will be sent to the new recipient and to the sender of this transaction. You will also receive a copy of the final signed documents.

New recipient details

First Name (Required)

Last Name (Required)

Email (Required)

Title

Company

Personal Message

You can add a personal message as part of the

CANCEL

NEXT

← REASSIGN RECIPIENT

Authentication method

Please select an authentication method for verifying the recipient's identity.

☒ Email

☐ Q&A

☐ SMS

The identity of the recipient is verified using their secure name and password when logging into their email account.

CANCEL

REASSIGN

Once the transaction is completed, the Evidence Summary will show the reassignment that occurred.

			Consent		
2020-Feb-26 10:48:58 (GMT-08:00) PST	Madison Stickler	Reassign Recipient	N/A	107.77.193.174	Reassigned to: veronicabelmonte1992@gmail.com(Veronica Belmonte)